



**Town of Arlington, Massachusetts**  
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## **Minutes 11/06/2008**

**Capital Planning Committee  
Meeting Minutes  
November 6, 2008**

In attendance were:

Steve Andrew  
John FitzMaurice  
Charles Foskett, Chairman  
Nancy Galkowski  
Steve Gilligan  
Ruth Lewis  
Anthony Lionetta  
Susan Mazzarella\*  
Barbara Thornton

\* Denotes those not in attendance

- **Open Meeting:** Charlie Foskett called the meeting to order. Minutes of the October 30 meeting were reviewed and accepted with comment.
- **Courtyard Repair Estimate:** An email transmitting a budgetary cost for the waterproofing of the deck was provided by the Police Department for the CPC's consideration. There was discussion about the lack of detail of this estimate, as well as the omission of the cost of repairing the water damaged elements of the structure. Photo's previously provided depicted degradation. Tony Lionetta will make contact with the consultant (SGH) to further discuss this matter and obtain more cost information, if possible.

**School Department Requests:** Barbara Thornton reviewed the Subcommittee's written report on School Requests. Highlighted discussion points were: 1) Request for custodial equipment is denied (as it was last year), This is an operating expense, 2) Improvement plans or itemized schedules are needed to support expenditures at Stratton and Thompson. This has been requested from the School Department in the past and has not been provided, 3) Relative to Door Replacements, a program is needed before this request is approved (how many doors to be replaced, how many per year and so forth), 4) The Exterior Door request for Stratton is denied. This cost should be included in the program for Stratton and paid for under the annual allocation, and 5) Brackett Exterior Paving is not viewed as a priority item and seems like a questionable expenditure in relation to other needs. Barbara Thornton will convey these comments back to the School Department.

Also, there was a question raise on why the Photocopier expense is not dropping given the advances in technologies and lower price point of this equipment.

- **School Space Utilization:** There was discussion about the School Department's request for funds for space expansion. This request is, in part, connected with thoughts of SPED being provided "in District". The CPC feels that a much more comprehensive evaluation should be done and documented, including other alternatives such as ceasing METCO participation. This would remove 88 students from the system providing space. A detailed analysis is underway.
- **Sub-Committee - Planning & Development Department Requests:** Steve Andrew provided a written report of the Sub-Committee's discussions on these items. The long and short of it is that since last year, the then questioned self sustainability of the eight buildings under this department's jurisdiction has been addressed and the accounting cleared up. It has now been determined that these building can support the requested capital items and therefore the Sub-committee recommends approval of requested items.

There was discussion about other Town owned buildings and how P/L statements should be done for them in order to be sure that the Town is maximizing return on them. The matter was tabled for discussion at a latter date.

- **Sub-Committee Report – Library Requests:** Ruth Lewis reported on the Sub-committee's review of Library requests. (written memo provided). Highlighted comments include: 1) The carpet request completes the carpet replacement program, 2) Additional information is needed relative to the roof replacement request. This appears to include two separate roof areas. (Can the project be deferred and/or split over more than one year?), 3) The Security door request was not approved. It was noted that the Building Department has said no to this as well based on code.
- **Next Meeting:** The next meeting is scheduled for **November 20 @ 5PM**.
- **Adjournment:** Meeting was adjourned.